

UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

Year 1 Checklist

Done	UPIPS Step	Timeline
	Receive UPIPS materials (manual and software) and training from USOE	June-August, 2007
	Allocate resources for Self-Assessment and Program Improvement planning	August, 2007
	Coordinate with USOE Technical Assistant for mandatory training on uncorrected CAPs.	August, 2007
	Reconvene the Stakeholder Steering Committee and establish sub-committees	August, 2007
	Set dates and agendas for Stakeholder Steering Committee meetings	August, 2007
	Train Stakeholder Steering Committee on UPIPS process, including Program Areas, goals, and performance indicators	August, 2007
	Establish timeline for Self-Assessment process	September, 2007
	Review LEA data profile and determine what additional data is needed	September, 2007
	Determine process and dates for file reviews, interviews, surveys, and other needed data	September, 2007
	Begin collection of needed student outcome data (i.e. LRE, disproportionality, qualified staff, academic achievement, etc.)	September, 2007
	Collect and analyze off-site data (forms, child find, personnel, evaluation materials, and federal reports)	September-December, 2007
	Begin collection of needed on-site data (file reviews, interviews, surveys, and focus groups)	October, 2007-February, 2008
	Submit compiled off-site data to USOE	December 1, 2007
	Analyze <u>ALL</u> data collected from <u>ALL</u> data sources	March-April, 2008
	Present data analysis to Stakeholder Steering Committee	March-April, 2008
	Identify and write Program Improvement Plan (PIP) goals.	March-April, 2008
	Identify areas of non-compliance and write a Corrective Action Plan (CAP) for areas of non-compliance	March-April, 2008
	Complete Self-Assessment Report, including Executive Summary	May-June, 2008
	Submit complete Self-Assessment Report, including Executive Summary, CAP, and PIP to USOE	June 30, 2008
	Submit <u>reimbursement letter</u> for UPIPS Year 1 fiscal support to USOE	June 30, 2008